

N. Support Functions and Facilities

Communications

1. As brought out in Section II, A, of this report, the inspectors felt that the communications personnel T/O was one position heavier than required by the Station [REDACTED] 25X1C4a

25X1A 2. Present communications personnel at the Station were rated highly by Station officers. There had, however, been difficulty with two previous individuals [REDACTED] both of whom have been recalled by the Communications Office.

25X1A 25X1A 3. Station Administrative Officers complained about the length of time necessary for travel orders to arrive at the Station for Communications personnel. At the time of inspection (July 1957), orders had not yet been received for [REDACTED] who had arrived on 9 July 1956 and was already returned to Headquarters, and for [REDACTED] who had arrived 18 July 1956. Lack of such travel orders requires the Station to hold open travel advances for excessive periods.

Finance

25X1A6a 4. The [REDACTED] Station is a "Class A" Station for accounting purposes.

25X1A6a 5. Despite the volume of work that goes with Class A accounting procedures, plus the added volume resulting from supporting the [REDACTED] Base of some thirty people, the [REDACTED] Station has no finance officer. To alleviate the situation, the Station had transferred a junior communications technician who had insufficient duties to keep him busy (see Section II, N, 1, above) and with the help of this man was managing to keep abreast. I&R suggests that a finance officer slot be created and filled as soon as possible, either by formal transfer of the communications employee or by return to Headquarters of the communications man and his replacement by a man from Finance Division. 25X1A6a

6. I&R noted in the course of its inspection that corrective action on four items of the audit report of 17 May 1957 had not been taken (paragraphs 22b, 22d, 22g, and 22h) and that the Station was not planning to act on the same. I&R suggests that before a Station take unilateral action of this nature, it at least advise the Headquarters and detail its reasons for non-compliance.

7. Otherwise, records and handling of finance were found to be satisfactory.

Supply

8. As a whole, the handling of the logistical and supply responsibilities by the Station was found to be satisfactory.

9. The only item encountered by the inspectors which required attention was the condition of the stock cards. An inventory had been taken in December 1956. This was never entered on the stock cards and necessary adjustments were never made. A new inventory was in progress at the time of inspection. Care should be taken to have the stock cards properly reflect this new inventory and to make all necessary record adjustments.

10. The Station was not too satisfied with all of the logistical support it has received from Headquarters. For example, the requisitions detailed below cover items on which advice had been received as far back as July 1956 that the items were packed and ready for shipment yet no shipping data had been received and no goods had arrived.

25X1A  
Date Requested  
15 March 1956  
23 December 1956  
19 January 1957

Date Packed for Shipment  
12 July 1956  
1 February 1957  
1 March 1957

25X1A9a  
11. Similarly, as an example, case officer [REDACTED] stated that the q.p. furniture which he had purchased through the Office of Logistics in March 1957 had not yet even made its appearance in port [REDACTED].

25X1A6a

#### Vehicles

12. It was gratifying to note that no Station personnel had been assigned either a q.p. or an official car if he had a personal car, and that all q.p. and official cars were being used as pool cars.

13. The present number of vehicles, however, exceeds the TVA and greater efforts should be made for disposition of excess vehicles.

14. Good mileage, maintenance and other car records were being kept.

#### Housing

15. No housing problems were encountered. Quarters allowances are adequate.

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